

"How To Guide"

Event Date: Sunday November 22, 2015

Location: Shore and Country Club, Norwalk, CT



September 29, 2015

Dear Families, Faculty and Community of Regina Pacis Academy,

The start of Shindig 2015 fundraising effort is here! Shindig 2014 was a success, raising just under \$65,000 in NET proceeds for the school. This was achieved through 100% participation of the Regina Pacis families. The event would not have been successful without your help.

Now we need to do it again! And your help is urgently needed. Regina Pacis Academy operates at a deficit between what tuition generates and what it costs to run the school everyday. Therefore we need to raise funds every year to support the school and the successful execution of its mission.

Included in this packet please find the "Guide to Shindig 2015". The guide includes:

- Event Facts and Details
- Ways to Donate and Support
- Sign Up Sheet

\*Please note all of the above forms are available for easy download at www.reginapacisacademy.com

The success of Shindig 2015 comes down to the efforts that we all put into generating support and donations for the event. Thank you very much in advance for all of your hard work, efforts and support. Let's make Shindig 2015 another success!

Sincerely,

The 2015 Shindig Committee



## Shindig 2015 Fundraiser Fact Sheet

Summary: Annual fundraiser to benefit and support the mission of Regina Pacis Academy.

When: Sunday November 22, 2015 from 11:00 AM - 4:00 PM

Where: The Shore and Country Club

22 Gregory Boulevard East Norwalk, CT

Includes: Buffet Lunch

Open Bar Live Music

Silent and Live Auction

Square Dancing

Ways to

Support:

### **Sponsorships**

We are seeking corporate, business and personal sponsors for the event. Sponsors can make a financial donation to support the event or choose to host a specific item at the event (for instance, the Open Bar expense). Sponsorships offset the costs of producing the event so that all funds raised fully benefit the school. Sponsors and underwriters receive priority placement in the program booklet and prominent signage at the event!

### **Table & Ticket Purchase**

Please join us for a great day of fun by purchasing a table sponsorship or individual tickets for the event. There are 4 levels of sponsor tables: Platinum, Gold, Silver, and Bronze.

### **Event Book Advertising**

A full color Advertising Booklet is produced to help raise funds for the event. Please consider purchasing a Full, Half or Quarter page ad. It is a great way for businesses to gain extensive exposure! It is also a great way for personal donors to support the ones they love involved in the Academy. Please help sell ads.

### **Auction Items Donation**

Auction donations are *vital* to the success of the Shindig Fundraiser. We ask for your help and support in obtaining the wonderful items we will auction. Please take a moment to consider whether you or someone you know has an item, service or experience that could be auctioned at this year's event. Be creative!



### **SHINDIG 2015 - BASKET DONATION SUGGESTIONS**

We invite you to use the list below to generate ideas for what kinds of items we are looking for. Feel free to put your own spin on one or more of these ideas. Or perhaps this list will inspire you to create a theme basket we haven't thought of!

Please do not assemble your basket. All we need are the contents and a basket if you have one. We may add some additional items to your existing basket or combine some baskets to make larger prizes. We have a committee that will assemble the baskets!

<u>Ice Cream Basket</u> - Toppings, sundae dishes, waffle bowls and cones, sprinkles, ice cream scoop, cherries, ice cream shop gift certificate

<u>Art Basket</u> - Crayons, paints, construction paper, play dough, colored pencils, sidewalk chalk, paint brushes, finger paints, finger paint paper, glitter, markers, scissors, stickers

Movie Night - Candy, microwave popcorn, movie gift certificate/passes, popcorn bowls

Coffee & Tea Basket - Flavored coffees, coffee mugs, creamers, carafe, flavored teas, tea strainer, creamers, biscotti

Beach Bag - Suntan lotion, blanket, towels, beach chairs, sand pails/ shovels, beach ball, underwater camera

<u>Game Night</u> - Family game- Go Fish, Uno, Crazy Eights, regular deck of cards, Old Maids, carrying storage tote, pencils and tablet to keep score

<u>Chocolate Lover's Basket</u> - Hot cocoa, different chocolates, truffles, chocolate cookbook

Spa Basket - Soaps, bath salts, loofa, sponge, pumice stone, candles, bubble bath, lotion, eye mask, bath pillow, massage oil

<u>Travel Basket</u> - Travel games, crossword puzzles, maps, atlas, CDS, travel diary, snacks, water, cooler, magna doodle, CD headset, portable DVD player

<u>Grilling Basket</u> - Grilling tools, grilling mitt/pad, grilling spices, marinades, grilling vegetable basket, meat thermometer, apron, skewers

<u>Wine & Cheese Basket</u> - Wine, cheese tray/platter, wine glasses, corkscrew, wine topper, wine guide, wine vacuum, wine charms, decanter, napkins, different cheeses

Martini Basket - Martini glasses, martini mix, olives, olive picks, shaker, napkins, plates, cocktail book

<u>Party Baskets</u> - Tablecloth, plates, napkins, silverware, piñata, disposable camera, balloons, decorations, and gift certificate for Dairy Queen or bakery cake, gift bags

<u>Scrapbooking Basket</u> - Paper, photo splits, corner rounder, ribbon, embellishments, embellishment tools, photo organizing case, album, pages, page protectors, pens, stickers, scissors



### **SHINDIG 2015 - BASKET DONATION SUGGESTIONS**

<u>Gardening Basket</u> - Gardening gloves, shovel/tools, watering can, kneeling pad, bug/insect spray, plant food, garden fertilizer, potting soil, hose sprayer, pots, and seeds/bulbs

<u>Car Care Kit</u> - Bucket, hose sprayer, tire/wheel brush, wheel whitener, air freshener, car wash detergent, car wipes, window cleaner, upholstery cleaner, sponges, car mitt, chamois, car wash gift certificates, oil change gift certificates, gas card

Tailgating Basket - Large wheeling cooler, mini-grill, beer, chairs, snacks, water, condiments, Nerf football, radio, batteries

Princess/Dress-Up Basket - Tiaras, shoes, gloves, boas, make-up, mirrors, jewelry, dresses

<u>Picnic Basket</u> - Basket, plates, silverware, napkins, glasses, salt/pepper shakers, wine, cheese tray, cheese knife, corkscrew, tablecloth, and blanket

<u>Baking Basket</u> - Different chips/morsels, vanilla, sprinkles, frostings, baking powder, baking soda, cookie cutters, measuring cups, spoons, oven mitt, flour, sugar, brown sugar, powdered sugar, oil, baking pans, apron, cookbook

<u>Stamping Basket</u> - Paper, cards, envelopes, stamp sets, stamp pads, stamp cleaner and pad, scissors, embossing powder, embossing gun, glue, pencils, pop-up tabs, markers/pens, ribbon, embellishments, beads

<u>Cat Lover's Basket</u> - Content Ideas - collar, toys, grooming tools, lint roller, food dishes, food mat, treats, cat food, litter, litter box, pet frame/photo album, disposable camera

<u>Breakfast Basket</u> - Content Ideas - pancake mix, waffle mix, preserves, syrup, coffee, creamer, mugs, wire whisk, omelet pan, pancake flipper, spatula, mixing bowl, sugar and cinnamon, honey, oatmeal, waffle maker

<u>Camping Basket</u> - Content Ideas - camping dishes, pans, flashlights, matches, pudgy pie makers, marshmallows, chocolate, graham crackers, marshmallow skewers, batteries, radio, cards, games, tent, and air mattress

Aromatherapy Basket - Content Ideas - candles, aromatherapy oils, diffuser, aromatherapy book, massage oil, sachet, spa gift certificate

Golf Basket - Content Ideas - tees, golf glove, golf balls, golf shirt, certificate for a golf lesson, golf pass

<u>Mexican Fiesta Basket</u> - Content Ideas - chips, salsa, margarita mix, margarita glasses, rim salt, tortilla holder, salsa/chip bowl, chili pepper towel, Mexican or chili pepper tablecloth, tequila, gift certificate to restaurant

Fondue Basket - Content Ideas - fondue pot, chocolate fountain, fondue plates, fondue cookbook, fondue forks, sternos, napkins

<u>Asian Cooking Basket</u> - Content Ideas - chopsticks, teapot, tea cups and saucers, fortune cookies, bowls, teas, noodles, spices, peanut oil, sesame oil, table linens, cookbook, gift certificate to restaurant

Beer Sampler Basket - Beer glasses, bottle opener, different beer (world beers), beer making kit

<u>Date Night Basket</u> - Wine/champagne, 2 glasses, nice restaurant gift certificate, hotel or bed & breakfast stay, truffles, gift certificate for flowers

**Baby Basket/Diaper Bag** - Onesies, receiving blankets, pacifiers, bottles, bottle cleaner, wipes, diapers, diaper cream, burp rags, baby toys, grooming kit, safety set (i.e., outlet plugs, cabinet locks), sippy cups, books, booties, lullaby CD, Purell, baby lotion

Get Well Soon Basket - Books/ magazines, crossword puzzle, mug, soup, juice tea/coffee, soup mixes, slippers, plant



### **SHINDIG 2015 - BASKET DONATION SUGGESTIONS**

<u>Cards for All Occasions Basket</u> - Card organizer, address book, pens, stamps, cards (i.e., thank you, sympathy, congratulations, new baby, happy birthday, seasonal, new home, retirement, wedding, anniversary, just because, encouragement, etc.)

Costume/Dress-Up Trunk - Capes, dresses, shoes, ties, gloves, jewelry, costumes, hats, glasses, boas, accessories

Snack Attack - Big candy bars, bag of Hershey Kisses or M&Ms, pretzels, chips, popcorn, nuts, fruit, cookies, chewing gum, bottles of soda or juice

<u>Wild World of Sports</u> - Golf balls, tees, hockey pucks, balls, tennis balls, Gatorade, water bottles, sweat socks (adult or child), baseball and bat, Nerf balls, energy bars, football tee, sweat bands (head or wrist), ball pump or needles

<u>Word Lovers Basket</u> - Crossword puzzles, pencils, magazines, dictionary (pocket or regular), thesaurus, book light, journal, pens, book plates/stamp, gift certificate to book store

<u>Camping Basket</u> - Hiking equipment, sleeping bag, flashlights, small tent, s 'mores ingredients, gift certificate to local campground

<u>Kid's Road Trip Basket</u> - Bookstore gift card (for reading in the car or book on tape)-small travel toys-travel Bingo, magna doodle, coloring books, crayons, small travel desk for coloring on, electronic toys, window cling-ons, etch-a-sketch, color wonder markers with paper pad

<u>Fourth of July Basket</u> - Sparklers, fireworks, USA ribbons & flags, red & blue plates and accessories, red & blue candles, checkered table cloth

Sewing Basket - Scissors, thread, needles, thimble, seam ripper, safety pins, sewing machine

Teacher/Secretary/Office Basket - Pens, stapler, tape dispenser, post-it notes, fun binder clips, paper clips, office equipment

Computer Basket - iPad, mouse pad, organizers, paper, CDs, keyboard cleaner, wipes

Fishing Basket - Rod & reel, fishing lures, net, tackle box, bobbers

**Books and Coffee** - Gift cards to Barnes and Noble and Starbucks, bookmarks, travel mug

Tool Box - Tool box, hammer, screw drivers, saw, vice grips, gift certificate to a home improvement store

<u>Summer Time Fun</u> - Green turtle sandbox with cover, hula hoop, pool noodles, bubbles, flotation devices, Frisbee, large rubber ball, sidewalk chalk, etc.



# **Auction Donation Suggestions**

Do you have NEW, giftable items at home that you are not using?

Why not donate them to the Shindig 2015 Fundraiser?

Please consider this list just a starting point! Your help and generosity are greatly appreciated!

#### **NEW, GIFTABLE ITEMS**

- Wine
- Memorabilia
- Sports equipment
- Jewelry
- Housewares
- Home or holiday gifts
- Technology items (Computers, ipads, tablets)
- Music items
- Electronics items
- Children's toys, games and gadgets
- Gift cards and gift certificates to stores, online or restaurants.

#### **TICKETS**

- Concerts
- Shows
- Sporting Events
- Museums
- Attractions and amusements
- Other entertainment, events and places

#### **TRAVEL**

- ❖ Airline tickets
- Hotel stays
- Weekend getaways
- Ski houses
- Timeshares/condos

### EXPERIENCES FOR ADULTS OR CHILDREN

- Birthday parties
- Cooking Classes
- Private dinners or wine tastings
- Art classes
- Gym classes
- Music lessons
- Sports clinics
- Annual gym memberships
- Museum memberships
- Other classes or memberships

### **SERVICES**

- Gutter cleaning
- Pet grooming
- Professional photography packages
- Automotive services
- ❖ Dry cleaning, etc.
- Open to other services!

(Must be a set amount certificate without a minimum, such as \$100 in dry cleaning, or the full amount of the service, such as one whole house gutter cleaning, no coupons please.